



City Manager – City of Tuskegee Job Opening

Job Summary: The City Manager is the administrator appointed to run the day-to-day operations of local government. The City Manager manages city administration to operate in accordance to the policies set by the City Council. The City Manager ensures all laws, resolutions, policies and directives are carried out. Makes recommendations to the governing body for appointment or termination of department heads; directs activities of and counsels all department heads and other personnel in his/her jurisdiction. Makes organizational recommendations to increase operational efficiency. Serves as city liaison with community, state and federal agencies. Investigates all complaints concerning the administration and operation of city services. Advises council as to financial condition and needs of city; attends all council meetings.

Duties and Responsibilities: Administers the policies of the City Council, Code or Ordinances of the City, and State and Federal laws pertaining to the City; ensures all laws, City ordinances, resolutions, policies and directives are carried out; directs the activities of all department heads; appoints, disciplines and removes department heads as necessary. Exercises control over all departments in existence and departments that may be created in the future; makes recommendations to Council on the creation, consolidation and combining of offices, positions or departments of the administrative and operational departments of the City; plans, organizes and supervises the operations of the City's various department heads to ensure efficiency, economy and cooperation among departments and with other agencies, commissions, committees, etc.; investigates all complaints related to the administration and operation of the City government and services maintained or provided by the City; attends all meetings of Council with the duty of reporting any matter concerning City affairs under his supervision or direction and to attend such other meetings of the City departments and officials as his duties may require; serves as a policy advisor to the Council and Mayor on needed revenues, laws, policies and administrative procedures of the City; procures facts and submits plans to the Council and Mayor for long-range improvements; serves as public relations officer of the City; represents the City in public and professional meetings and other various activities; performs such other duties and exercise over other powers as may be delegated to him from time to time by ordinance or resolution of the Mayor and Council. Monitors, reports and makes recommendations regarding the city budget.

Credentials and Experience: A Master's degree in Business Administration, Public Administration, Urban Planning preferred or progressive experience in high-level administration or management may be substituted for education. Must be willing to work non-standard hours, weekends and holidays as required to complete work assignments.

Qualified applicants should submit a City of Tuskegee application and cover letter to:

City of Tuskegee
ATTN: HUMAN RESOURCES DEPARTMENT
RE: City Manager
101 Fonville Street, Room 201
Post Office Box 830687
Tuskegee, Alabama 36083
Or apply online at www.tuskegeealabama.gov

Open until August 30, 2015.